

## Thesaurus in a Nutshell

(Rules of Thumb)

The authorized, or preferred, term sits atop (and is not indented), while the indented word positioned adjacent to a mandatory reciprocal. For instance:

**Criminals**                      ← authorized term, or “left term”  
    UF Felons                    ← lead-in term; terms appearing here are never bolded.

There are three semantic relationships; **equivalent**, **hierarchical**, and **associative**.

Thesaurus Legend/Key
Bold=authorized Non-bold=unauthorized
<b>Equivalent relationships:</b> USE = Use instead UF = Use For
<b>Hierarchical relationships:</b> BT = Broader Term NT = Narrower Term
<b>Associative relationships:</b> RT = Related Term

### 1. Equivalent relationships

In an **equivalent relationship**, you only use the mandatory reciprocals USE and UF (use for). In a thesaurus featuring this type of relationship, the terms you wish to be preferred should appear in boldface while the non-preferred, or unauthorized, terms are not bolded. Below is an example. In this situation, “UFOs” is the authorized term that end users can utilize to retrieve records, while “Flying Saucers” is the non-preferred/unauthorized/lead-in term:

Flying Saucers  
    USE UFOs  
**UFOs**  
    UF Flying Saucers  
    UF Unidentified flying objects  
    RT Alien invasions  
    RT Aliens

Notice (above) the only boldfaced term is the authorized term “UFOs”, yet the same word appearing in under “Flying Saucers” which indicates “USE UFOs” is not bolded.

Each indented term (above) appearing alongside its respective mandatory reciprocal, whether authorized or unauthorized, should never appear in boldface; only the overhead (non-indented) terms should be bolded. Additionally, any lead-in term featured in your thesaurus should only show an associative relationship and nothing else. As shown above, “Flying Saucers”, the lead-in term for UFOs, only displays a USE relationship. No other relationship may be shown for an unauthorized term. In other words, only authorized terms (which are bolded) may show other semantic relationships, as UFOs does above. For instance, the below example is incorrect.

Flying Saucers	← lead-in, not bolded
USE UFOs	← is the only relationship that should be present
RT Aliens	← is <b>incorrect</b> . No other relationship should be present under an unauthorized term.

So, as a rule of thumb: When you have an unauthorized (non-bolded) term, it should only be utilizing the “USE” reciprocal and nothing more.

## 2. Hierarchical relationships

Secondly, in a **hierarchical relationship**, you only use the mandatory reciprocals BT (broader term) and NT (narrower term). Here is an example.

<b>Brown Mountain Lights</b>	
BT Mysterious lights	
<b>Mysterious lights</b>	
NT Brown Mountain Lights	

Again (above), the terms below the overhead term that are adjacent to the mandatory reciprocal are never bolded. When you are using this type of relationship, all terms are considered authorized or preferred and should be bolded (when in the left position), as shown above. The reciprocal for related term (RT) does not fall under an associative relationship, but rather an equivalent relationship.

## 3. Associative relationships

Lastly, in an **associative relationship**, you are only using the RT (related term) reciprocal. All terms in this type of relationship are considered authorized/preferred and should thus appear in boldface (in the left position). Again, here is an example:

<b>Bigfoot</b>	← authorized, should be bolded
RT Yeti	
<b>Yeti</b>	
RT Bigfoot	← While this is indeed an authorized, it still should not be bolded.

As you can see (above), both “Bigfoot” and “Yeti” appear in boldface as the terms in this type of relationship always should be. Again, these are authorized terms, and there should never be an unauthorized (non-bolded) term displaying this relationship (either on the left or right). For instance, here is an example which is **inaccurate**:

Foreign nationals	← <b>should be bolded</b>
RT <b>Immigration</b>	← <b>should <u>not</u> be bolded</b>
<b>Immigration</b>	← correct
RT Non-native people	← correct
RT Settle	← correct
RT Foreign nationals	← correct
Non-native people	← <b>should be bolded</b>
RT <b>Immigration</b>	← <b>should <u>not</u> be bolded</b>
Settle	← <b>should be bolded</b>



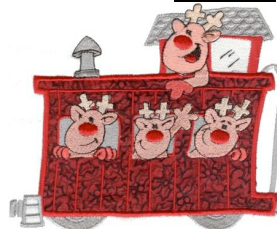
**So, a few rules of thumb:**

- (1) If you are showing an associative relationship (RT), then all overhead (non-indented) terms are considered authorized and, thus, must appear in boldface (when in the left position).
- (2) Do not show an associative relationship (RT) for two non-preferred terms as it is irrelevant, since users are not concerned with seeing the relationships existing between unauthorized terms.
- (3) Hence, for associative (RT) and hierarchal relationships (BT, NT), you are only concerned with showing the relationships between authorized terms.
- (4) Only in an equivalent relationship (USE, UF) are you concerned with showing a relationship between a non-preferred and a preferred term because you want to show users which terms they should be utilizing in your database in order to find the information they need.
- (5) Never should you be concerned with showing a relationship between two non-preferred (non-bolded) terms because they do nothing to assist end users in determining the terms in which they need in order to retrieve records from your database.
- (6) Ordering your reciprocals under a heading.

**Cronyism**

UF Favoritism  
BT Partiality  
NT Nepotism  
RT Friendship

- ← This term is bold because it is authorized.
- ← This term is not authorized. It is listed ahead of BT, NT, & RT.
- ← This term is authorized. It is listed ahead of NT, & RT.
- ← This term is authorized. It is listed ahead of RT.
- ← This term is authorized. It is the caboose on the list.



**“Yeee haaah!”**

- Favoritism ← Remember this term is not bold, because it is not authorized.
- USE Cronyism ← This term is authorized, and not bold because it is indented.

Remember, the terms Partiality, Nepotism, & Friendship will have their own heading within your thesaurus

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